



DURHAM
CATHEDRAL

July 2026

Enterprise Assistant

Candidate Information Pack





Introduction and Welcome

Welcome, and thank you for your interest in applying for the role of Enterprise Assistant at Durham Cathedral.

Durham Cathedral is blessed to be a well-known and well-loved centre of Christian worship in the North-East of England and holds a foremost role in regional society and identity. Durham Cathedral holds over 1,300 services a year and welcomes around 400,000 visitors to enjoy all that this place offers. Durham Cathedral is an active and an energetic place, and our people expect to achieve high professional standards in all areas of the Cathedral's life. This is an exciting opportunity to play a key part in the life of this vibrant and historic centre of Christian worship and mission at a significant point in our development.

As you will read in the pack below, Durham Cathedral is at an important stage in developing future plans across all areas of the Cathedral's activity. In recent months we have refreshed our mission statement to the following: "Inspired by our saints, Cuthbert and Bede, the mission of Durham Cathedral is to offer everyone the opportunity to encounter God and know God's love in Jesus Christ". From this mission we have developed a clear and ambitious vision for the period to 2033 and are developing a strategy to deliver this. Importantly, our vision is underpinned and enabled by a refreshed and clear understanding of our financial strategy.

At this exciting time, we are seeking to appoint an Enterprise Assistant to play a key part in supporting the preparation and delivery of events. We hope you feel as excited by our hopes and plans as we do.

Yours in Christ,



Guy Sampson
Chief Operating Officer

About Durham Cathedral

Durham Cathedral is today an active place of worship and mission, the home of our much-loved saints, Cuthbert and Bede, and the seat of the Bishop of Durham. As well as serving the people of The Diocese of Durham and the North East, it is a world-leading tourism destination.

As a building the Cathedral is acknowledged globally for its outstanding architecture and its beautiful and dramatic setting, often cited as the finest Romanesque church in Europe. It is part of the Durham World Heritage Site, and the renowned author and former Chancellor of Durham University Bill Bryson called it *'the best Cathedral on planet earth'*.

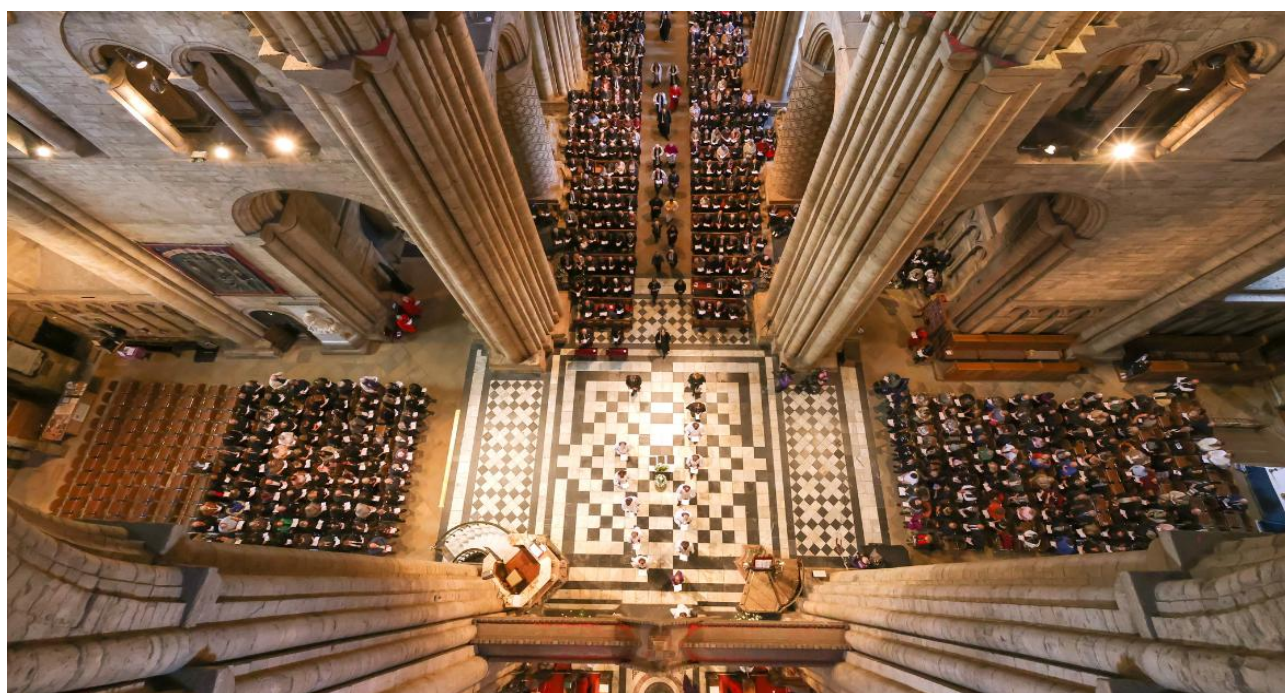
We are stewards not only of our outstanding church buildings, but of world-class historic collections of manuscripts, and works of art. We are active partners with Durham University, and with Durham Cathedral Schools Foundation, where our choristers are educated. We have approximately 115 members of staff, a choir of up to 60 members (including 6 Lay Clerks, 6 Choral Scholars and up to 48 child choristers), and a team of over 470 volunteers.

Above all, Durham Cathedral exists as a place for the glory of God, for whose praise it was constructed over 900 years ago.

Governance is held within the Cathedral's trustee body the Chapter, a body of eleven people (a majority of which are non-exec roles), which is chaired by the Dean.

Overall executive leadership is shared between the Dean (functioning as CEO) and the COO. The Executive Leadership Team comprises the residentiary canons, who are executive members of Chapter, and all heads of department, and meets monthly.

The organisational charts annexed provide further context about these structures.





Durham Cathedral: Our Mission, Purpose and our Values

Our Mission:

Inspired by our saints, Cuthbert and Bede, the mission of Durham Cathedral is to offer everyone the opportunity to encounter God and know God's love in Jesus Christ.

Our Purpose:

Our purpose is to:

- worship God
- share the gospel of Jesus Christ
- welcome all who come
- celebrate and pass on our rich Christian heritage
- discover our place in God's creation

Our Values:

Our values help guide us in recognising how we fulfil our vocation. They reflect the qualities we believe are essential to our life and work as a 21st century Cathedral. We use them to highlight the necessity of working in ways motivated by wisdom, responsibility and ethics.

In all things, we are inspired, motivated and challenged by the Christian faith and the values of the Gospel.

- **Spirituality** - We recognise and respond to God's presence in our world and among us, practising a reflective approach to what we do.
- **Respect** - We recognise the image of God in all human beings, honour their dignity and treat them with courtesy.
- **Justice** - We deal fairly in our personal and collective behaviours, work to the highest ethical standards, and are honest in our speech and behaviour. We think, speak and act with integrity, are professional in our conduct, and are publicly accountable for our actions.
- **Collaboration** - We are a community founded on trust that prizes team working and builds partnerships that contribute to the common good.
- **Sustainability** - We are business-like in our corporate life and prudent in our stewardship of resources. We pursue the sustainability of our operations and environment.
- **Welcome** - We are welcoming and hospitable to all. We show Christian love and care to our guests and those who need our help.
- **Aspiration** - We are an outward-facing cathedral that reaches for the future with energy and courage, and reaches out to our communities in the hope of personal and social transformation.

More information about our Values and Behaviours can be found [here](#).



Vision and Strategy

Durham Cathedral Vision 2033

The mission of Durham Cathedral, as freshly articulated in 2023, is as follows:

Inspired by our saints, Cuthbert and Bede, the mission of Durham Cathedral is to offer everyone the opportunity to encounter God and know God's love in Jesus Christ

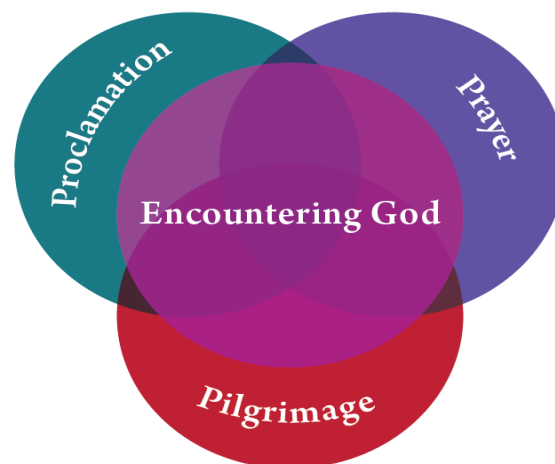
As we look forward to 2033, the 900th anniversary of the completion of the present Norman building, we have committed to following a vision marked by four priorities: Encountering God: Pilgrimage, Prayer and Proclamation.

Specifically, our prayer is that by 2033 Durham Cathedral will be known both locally and internationally as a:

- welcoming and engaging place for people to encounter God
- leading destination and resource for life-transforming pilgrimage for people of all stages of life and faith
- leading centre for the learning and practice of prayer
- leading focus for world engaging discussion, witness and proclamation in the name of Christ

We have developed an outline strategic plan to implement this vision, and this has been endorsed by Chapter and is being further worked on by all the teams within Durham Cathedral. The enabling priorities which underpin this vision and strategy include supporting and developing our people.

This is an ambitious and exciting journey which will stretch our faith and require us to call on God for the means to achieve what we believe we are being called to do. However, we are inspired by the past faithfulness of those who have served in our Cathedral and encouraged by what we believe is possible, under God, in the years to come.





Role Summary

The role of Enterprise Assistant is to provide administrative support to the Enterprise department to ensure efficient departmental processes.

Job Description

JOB TITLE:	Enterprise Assistant
HOURS OF WORK:	Part-Time – 20 hours per week 4 hours per day Monday to Friday.
SALARY:	£13,562 per annum
LOCATION:	The role will be based at Durham Cathedral Office. Whilst a degree of home working may be possible by agreement with the role-holder's line manager, the position entails significant on-site engagement with the Cathedral's workforce and so is primarily office based.
RESPONSIBLE TO:	Head of Enterprise
RESPONSIBLE FOR:	This post has no line management responsibilities
KEY RELATIONSHIPS:	Head of Enterprise, Events Sales Manager, Vergers, Communications and Marketing Team

MAIN DUTIES AND RESPONSIBILITIES:

Enterprise support – 15 hours a week

- Enquiries and Communication Management: Monitor, prioritise and respond to incoming enquiries of the event inbox.
- Visitor Welcome: Welcome Cathedral clients and visitors and provide appropriate support, either directly or in conjunction with appropriate Cathedral colleagues.
- Event Preparation and communication: Collate and confirm details of event instructions, book first aid cover, lodge PRS.
- Document Management: Create, edit and manage documents with professionalism and accuracy. Including but not limited to; annual event planner; volunteer rota; event evaluations and risk assessments, purchase order log and financial log.
- Financial collation: Create purchase orders and raise invoices for Head of Enterprise approval.
- Collaborative Support: Work collaboratively with the Sales Manager to ensure that all event documentation is up to date and returned from our third party clients.
- Diary Management: use the Cathedral diary system to monitor and offer availability for venue hire.

Marketing support - 5 hours a week:

- Undertaking administrative tasks to ensure the functionality and co-ordination of the Marketing & Digital department's activities;
- Update cathedral website with event information;
 - Uploading pre-written information and events to external website
 - Uploading pre-written information and events to cathedral website



- Managing image requests
- Facilitating a schedule for updating for onsite marketing materials – posters and tabletalkers
- Administering the cathedral's marketing image library, cataloguing new images and footage and keeping it up to date

Additional Responsibilities

- Any other duties as may be reasonably required according to operational business needs

The above list is not exhaustive and is intended to reflect the main tasks and areas of work. Reviews and changes may occur over time and the post-holder would be expected to agree any reasonable changes to the job description that are commensurate with the general nature of this post.

Safeguarding

The post-holder will be required to satisfactorily complete designated learning both online and in person. As a minimum this will include online learning in Safeguarding at the 'Basic Awareness' and 'Foundations' levels and in Health & Safety. Additional online learning courses for completion will be advised by the Cathedral ongoing.

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work the post holder must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions. In addition, the post-holder must co-operate with the Cathedral regarding Health and Safety matters and not interfere with or mis-use anything provided for the post-holders health, safety and welfare.

Equality, Diversity and Inclusion

Durham Cathedral is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination bias and prejudice. Our Equality Policy includes responsibility for all of our people to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

Confidentiality

The post-holder must not pass on to unauthorised persons any information obtained in the course of their duties without the permission of their Head of Department.



Person Specification

Enterprise Assistant

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job, i.e. the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, i.e. the job can be done without those qualities.

CRITERIA: (E) – ESSENTIAL (D) – DESIRABLE

MEASURED BY: (A) – Application form; (I) – Interview;

	REQUIREMENTS The post holder must be able to demonstrate:	(E) / (D)	(A) / (I)
	QUALIFICATIONS		
	GCSE Maths and English (or equivalent)	E	A
	EXPERIENCE		
	Demonstrable experience in a similar role working in a fast paced environment	E	A & I
	A high level of proficiency in using Microsoft Office (Word, Excel and Teams)	E	A & I
	Experience of effectively communicating with internal and external stakeholders	E	A & I
	KNOWLEDGE		
	Knowledge of purchase order processes	D	A & I
	Knowledge of Diary systems.	D	A & I
	Knowledge of principles of excellent customer service	D	A & I
	SKILLS / APTITUDES		
	Demonstrates empathy for and understanding of the mission, vision, and values of Durham Cathedral	E	A & I
	Ability to remain calm whilst working in a fast paced environment and upheld the cathedral policies.	E	A & I
	Strong interpersonal and communication skills.	E	A & I
	Time management and prioritisation skills	E	A & I

	PERSONAL ATTRIBUTES & COMPETENCIES		
	Demonstrates a mature and positive attitude to work.	E	A & I
	CIRCUMSTANCES		
	To be able to work 4 hours per day, Monday – Friday with flexibility where required to meet key business needs.	E	A & I

How to Apply

An application form is available to download from the Durham Cathedral website at www.durhamcathedral.co.uk/more/jobs

Completed application forms are to be emailed to HR@durhamcathedral.co.uk

Closing date for completed application forms is 9am on Thursday 30 July 2026.

Interview Date and Location: Thursday 13 August 2026 at Durham Cathedral.

Durham Cathedral is committed to safeguarding and protecting the welfare of children and vulnerable adults. Applicants must be willing and able to undergo the relevant pre-employment checks including provision of proof of eligibility to work in the UK, a full and complete employment history (including any breaks in employment), satisfactory references.

Should you wish to have an initial confidential discussion about this role, please contact Caroline Hayward, Head of HR, in the first instance on (0191) 375 5254 or via email at Caroline.Hayward@durhamcathedral.co.uk We will, of course, respect the privacy of any conversations or expression of interest regarding this post, whether formal or informal.



Statements

- **Equality**

Durham Cathedral recognises that discrimination and victimisation are unacceptable and that it is in the interests of the Cathedral and its employees to utilise the skills of the total workforce. It is the aim of Durham Cathedral to ensure that no employee or job applicant to the Cathedral receives less favourable treatment (either directly or indirectly in recruitment or employment on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation (defined as the protected characteristics in the Equality Act 2020)).

- **Safeguarding**

The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.

Durham Cathedral requires that all of our 'people' who undertake activities on behalf of the Cathedral are familiar with, and comply with, the Cathedral's Safeguarding Policy and Procedures. Durham Cathedral provides all of our 'people' with relevant and appropriate training, as well as access to professional safeguarding services, to ensure that we are all proactive in our approach to safeguarding and, as a minimum, we are compliant with our statutory responsibilities and policy commitments.

Durham Cathedral has adopted the Principles of the House of Bishops on safeguarding and promoting the welfare of children and adults at risk who enter Durham Cathedral, which is based on the following six overarching policy commitments:

- Promoting a safer environment and culture.
- Safer recruitment and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victim/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose or present a risk to others.

During induction, the post-holder will be required to satisfactorily complete learning as deemed by the Cathedral to be relevant and appropriate to their post, including as a minimum, online Safeguarding learning at the 'Basic Awareness' and 'Foundations' levels.

Further information about safeguarding at Durham Cathedral can be found via our website: <https://www.durhamcathedral.co.uk/more/safeguarding>.



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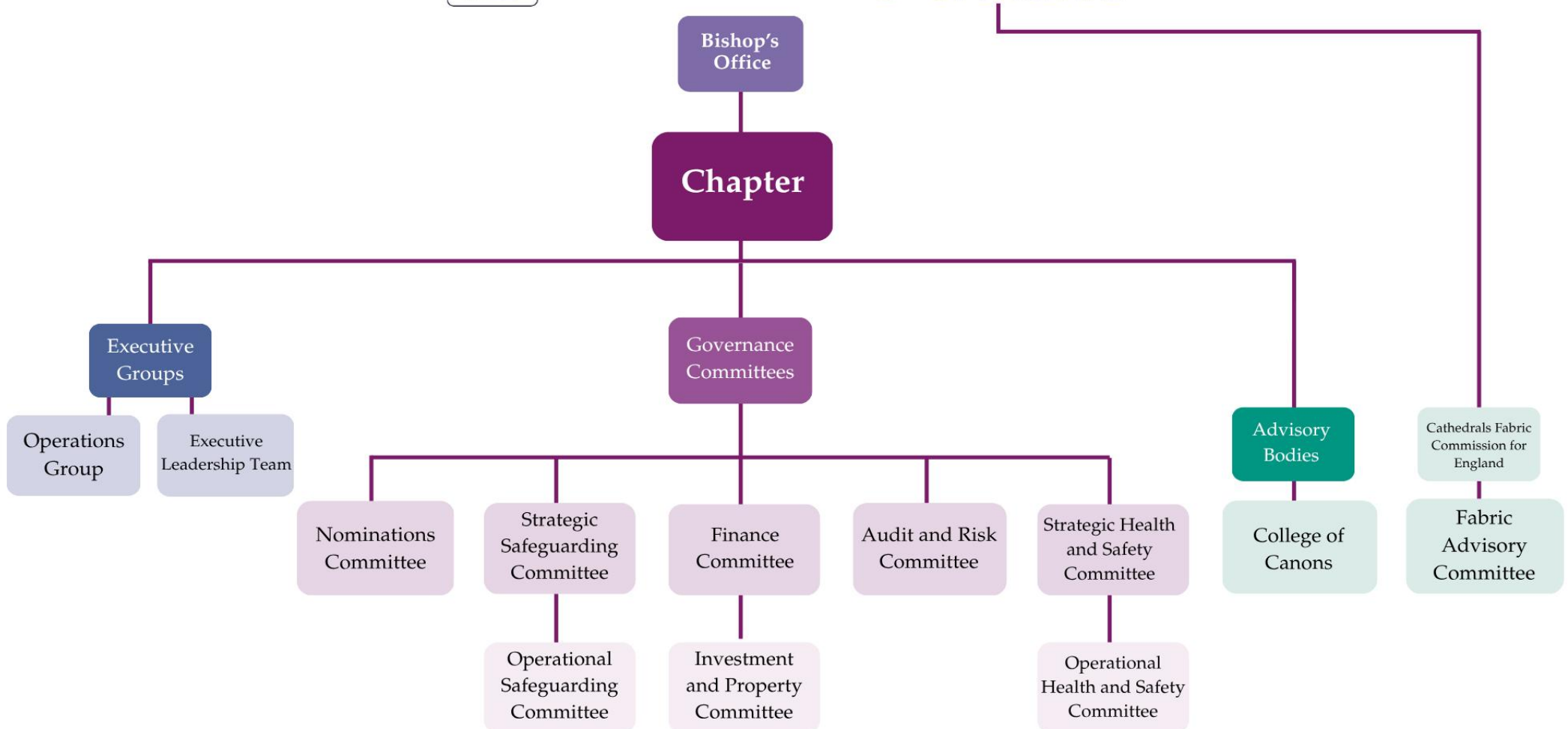
Governance Framework



CHARITY COMMISSION
FOR ENGLAND AND WALES



THE CHURCH
OF ENGLAND





DURHAM
CATHEDRAL

Organisational Chart – High Level

